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MAR 11 1954

MEMORANDUM FOR: Chief of Administration
Office of the Deputy Director (Plans)

SUBJECT : Harvard University ADVANCED MANAGEMENT
PROGRAM

REFERENCE : Memorandum for Assistant Directors from
Director of Training, dated 8 March 54,
same subject

1. The above cited reference presents information concerning applications to attend subject training program. Participation in this training program would equip highly qualified administrative personnel for possible advancement into positions of greater executive responsibility.

2. Attached hereto is a roster of CD-A personnel in grades GS-15 to 18 who are assigned to the DD/P organization.

3. It is requested that you take the following action:

✓ a. Arrange for the provisions of the reference cited above to be communicated to the employees listed on the attached roster who are in departmental assignments.

✓ b. Encourage the submission of applications by those CD-A employees who, in the opinion of their division or staff chiefs, would become of greater direct value to the Agency as a result of such training.

c. Prepare and submit an application for each overseas CD-A employee whom you or the Deputy Director (Plans) wish to nominate for this training, who will return prior to September 1954, and who desires this training.

✓ d. Arrange for all applications by CD-A personnel to be forwarded to me by 1 April 1954, together with appropriate indication of your concurrence or non-concurrence and reasons therefor.

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(Administration)